

USER GUIDE

FOR THE

IMPROPER MEDICARE FEE-FOR-SERVICE PAYMENTS

REPORT

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INTRODUCTION

The Improper Medicare Fee-for-Service Payments Report is a web-based tool that has been developed to allow users to view the Improper Medicare FFS Payments Reports online. Each May and November, the report is published to the public by CMS.

This document is intended to provide users with instructions on the various features and functions of the Improper Medicare Fee-for-Service Payments Report.

GETTING STARTED

The Improper Medicare Fee-for-Service Payments (IMFP) Report can be accessed via the CMS CERT Program web page at <http://www.cms.hhs.gov/cert>. To access the report, users should follow these steps:

1. Open their internet browsers (e.g., Internet Explorer) and enter the URL.
2. From the CERT page, click on the "CERT Reports" link.
3. On the CERT Reports page, click on a year in the Report Year column for either a Short, Long, or Mid- Year IMFP report.
4. Click on the report link in the Related Links Inside CMS section of the page to view the IMFP report.

VIEWING THE IMFP REPORT

THE IMFP REPORT WELCOME PAGE

The welcome page allows users to select which particular report they would like to view. The public may view the Improper Medicare FFS Payments Reports by Report Period (e.g., November 2005, November 2006) as well as Report Type (Short or Long). To view a report, users should:

1. From the Welcome page, select the period they would like to view from the “Reports Published Publicly” section.
2. Users will be offered a list of report types that are possible to view for that period.
3. View the desired report type by selecting the <View> button.

HELPFUL HINTS FOR THE IMFP REPORT WELCOME PAGE

On the select report type page, in addition to the <View> button, key information about the edit and publication history is presented for the report. The following is the information that is available:

Anticipated Release to Public Column – This column will display the date CMS estimates as the publication date.

Public View Column – This column will display information on when the report was published. If it has been published just once, then the publication date will appear. If it has been published more than once, the initial posting date will be displayed as well as a “Last Revised” date.

There may also be a “Revision History” link in this column. Users can click on this link to view the Revision History for a particular report.

VIEW THE IMFP REPORT

Once users click on the <View> button next to the desired report period, they will be brought to the interactive version of the Improper Medicare FFS Payments Report. The report is organized via Chapters, with each chapter being on its own tab. Users may navigate through the various tabs to read the report.

HELPFUL HINTS FOR VIEWING THE IMFP REPORT

Table of Contents - Each Chapter, Section, and Sub-section in the Table of Contents is hyperlinked so that users viewing the report can quickly navigate to desired sections.

Index of Key Items - A quick reference of the tables and charts in the report is located at the bottom of the Table of Contents. Each table and chart is hyperlinked so that users viewing the report can quickly navigate to the desired element.

“Jump To” Quick Navigation for Sections – Near the top of each tab is a drop down box that allows users to jump to the beginning of each section in the chapter. Along the right margin each section and sub-section has a “back to top” link that will allow users to quickly return to the top of the tab.

Viewing Another Report- “Go Back to View a Different Report” links are located at the top and bottom of the page for quick navigation back to Welcome page to select to view another report.

SORTING TABLES IN THE IMFP REPORT

The columns of some of the tables in the IMFP Report are sortable. If the table can be sorted, there will be a “Sort This Table” link in the top right-hand corner of the table. Users should use the following steps to sort the tables:

1. Click on the “Sort This Table” link in the top right hand corner of the table. A pop up window will display the table with up and down arrow icons between the header and the first row of each column in the table.
2. Select the “Up” arrow at the top of the desired column to sort it in ascending order.
3. Select the “Down” arrow at the top of the desired column to sort it in descending order.
4. Click on the <Close This Window> button at the bottom of the pop up window to return to the report.

VIEWING CHARTS IN THE IMFP REPORT

There are two ways for users to view the chart data in the IMFP Report. To view the chart data, users should use the following steps:

1. Hover the mouse over a bar, line, or pie slice of a chart and the associated value will display. (For stacked bar charts, hover the mouse over each color section of the bar and the values for that section will display.)
2. Users can also click on the “d” link in the lower right corner to view a list of all of the values in the chart.

VIEWING ENDNOTES IN THE IMFP REPORT

Endnotes display in the IMFP Report four ways. To view endnotes, users can use the following steps:

1. Hover the mouse over the endnote in the report text and the endnote text will display.
2. Click on the endnote. The endnote text will display in a pop up window.
3. Scroll to the bottom of the tab to view the list of endnotes that are in the chapter.
4. Click on the Endnotes tab (the last tab in the report) to view a list of all of the endnotes in the report.

PRINTING THE IMFP REPORT

A printer friendly version of the IMFP Report is available to users. To print a report, users can follow these steps:

1. Click on the "Printer Version" link located above the report tabs.
2. On the browser toolbar, click on "File".
3. Scroll down and select the "Print Preview" option to preview how the report will print.
4. If the print preview looks correct, click on "Print. If the preview indicates that the report might cut off, return to the Print Version of the IMFP Report and click on the "Printing Tips" link.

HELPFUL HINTS FOR PRINTING THE IMFP REPORT

Printing Tips- The "Printing Tips" link located on the top of the Print Version of the report provides some advice on printing the report with Internet Explorer.

Options available in the Printer Version- The Table of Contents and Index of Key Items are hyperlinked to the corresponding sections in the report in the Printer Version.

View Web Version- A "View Web Version" link is located on the top and the bottom of the Printer Version of the IMFP Report if users would like to return to the online version of the report.

Viewing Another Report- "Go Back to View a Different Report" links are located at the top and bottom of the page for quick navigation back to Welcome page to select to view another report.

Allow time for the report to build – The long IMFP Reports are large documents. It will take a few moments for the system to build the printer-friendly version of the report.

GENERAL HELP FOR THE IMFP REPORT

Web Policies- A “Web Policies and Important Links” link is located on the bottom all of the IMFP Report pages, which allows users to view the cms.hhs.gov website policies and download any necessary programs for the file formats.